Air Conditioning Repair Worksheet

Please fill-out all sections COMPLETELY. PRINT CLEARLY with BLACK ink. Mark "X" in appropriate boxes.

Customer Complaint Conditions — ADVISOR TO COMPLETE WITH CUSTOMER

Dlr Name: _____ Dlr #: _____ City: _____ State: _____

RO #: _____ RO Date: _____ Mdl Yr: _____ Model: _____ Mileage: _____

VIN # : | | | | | | | | | | | | | | | | |

☐ Cooling concern?	☐ Noise Concern?		☐ Other *(Please specify)*:
☐ Never cools	☐ Always noisy	☐ Whine/ buzz	
☐ Sometimes cools	☐ Sometimes noisy	☐ Knock	
☐ Not cool enough	☐ Certain RPM	☐ Whistle	
	What RPM? _____	☐ Clutch engagement NG	

Outside temp when concern occurs: ☐ 65–85F ☐ 85–105F ☐ Above 105F

Vehicle speed when concern occurs: ☐ Idle ☐ 1–30mph ☐ 30–50mph ☐ 50+mph

Control mode when concern occurs: ☐ Auto or ☐ FRESH mode ☐ RECIRCulation mode ☐ MAX A/C

Blower mode when concern occurs: ☐ Auto or ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 ☐ MAX FAN

Temp Setting: _____ °F (Auto only) Temp Dial Setting: (Manual only) *(Please mark temp dial setting on left)*

TECHNICIAN TO COMPLETE DURING DIAGNOSIS AND REPAIR WORK

NOISE

Step	Inspection	Result	Next Step
1	Lack of cooling performance also exists?	☐ Yes ☐ No	If ***Yes***, go to Step **6**. If ***No***, go to Step **2**.
2	Clutch slips while engaged or engaging?	☐ Yes ☐ No	If ***Yes***, replace clutch assy and go to Step **13**. If ***No***, go to Step **3**.
3	Noise occurs only with clutch engaged?	☐ Yes ☐ No	If ***Yes***, go to Step **6**. If ***No***, go to Step **4**.
4	Belt contaminated or damaged?	☐ Yes ☐ No	If ***Yes***, replace belt and retest. If ***No***, go to Step **5**.
5	Noise loudest from compressor clutch?	☐ Yes ☐ No	If ***Yes***, replace clutch assy and retest. If ***No***, determine noise source.
	Noise analysis method	☐ Audible (by ear)	☐ Chassis ear (stethoscope)
	Other information: _____		

COOLING – Initial Inspection

Step	Inspection	Result	Next Step
6	Condenser restricted?	☐ Yes ☐ No	If ***Yes***, clean condenser and go to Step **7**. If ***No***, go to Step **7**.
7	Condenser damaged or leaking?	☐ Yes ☐ No	If ***Yes***, comb fins, inspect for obvious leak, & go to Step **8**. If ***No***, go to Step **9**.
8	Condenser leak suspected?	☐ Yes ☐ No	If ***Yes***, perform leak check and record results on **Page 2**. If ***No***, go to Step **9**.
9	Leak at refrigerant line connection suspected?	☐ Yes ☐ No	If ***Yes***, perform leak check and record results on **Page 2**. If ***No***, go to Step **10**.
10	Any HVAC DTCs observed?	☐ Yes ☐ No	If ***Yes***, perform appropriate troubleshooting. If ***No***, go to Step **11**.
11	Compressor clutch engages properly?	☐ Yes ☐ No	If ***Yes***, go to Step **12**. If ***No***, replace clutch assy and go to Step **13**.
12	Set HVAC control to Vent/High blower. Air felt at foot well or defrost vents?	☐ Yes ☐ No	If ***Yes***, perform HVAC/ Climate Control diagnostics. If ***No***, go to Step **13**.
13	Perform A/C System Test per Service Manual. Record results under *Performance Testing* section below.		
	Other information: _____		

COOLING – Performance Testing

☐ Performed A/C System Test from Service Manual **(record results below)**

14 Test Location: _____ **(i.e., shop, drive, parking lot, etc. Must be out of direct sunlight, windows open, exterior cooled to ambient temp)**

15 Relative Humidity @ Test Location: _____ % **16** Air Temp @ Test Location: _____ °F

17 Select Vent Mode, MAX cool, Recirc, High Fan, and hold 1500rpm for 10 minutes.

18 Intake Temp Below Glovebox @ 1500rpm & 10min: _____ °F

19 Suction Pressure @ 1500rpm & 10min: _____ psi **20** Discharge Pressure @ 1500rpm & 10min: _____ psi

21 Vent Temp @ 1500rpm & 10min **BEFORE** repair: _____ °F

22 Vent temp within range per Svc Manual chart? ☐ Yes ☐ No If ***Yes***, go to Step **23**. If ***No***, see Pressure Test table in A/C System Test.

23 Suction pressure within range per Svc Manual chart? ☐ Yes ☐ No If ***Yes***, go to Step **24**. If ***No***, see Pressure Test table in A/C System Test.

24 Discharge pressure within range per Svc Manual chart? ☐ Yes ☐ No If ***Yes***, go to Step **25**. If ***No***, see Pressure Test table in A/C System Test.

25 If vent temp, suction/discharge in range, system operating normally at this time. **No repair needed**.

26 Leak test failed? ☐ Yes ☐ No If ***Yes***, complete **Page 2**. If ***No***, go to Step **29**.

27 System recharged? ☐ Yes ☐ No Amt recovered (g): _____ Amt filled (g): _____

28 Diagnosis Result _____

29 Vent Temp @ 1500rpm & 10 min **AFTER** repair: _____ °F

Other comments / Observations : _____

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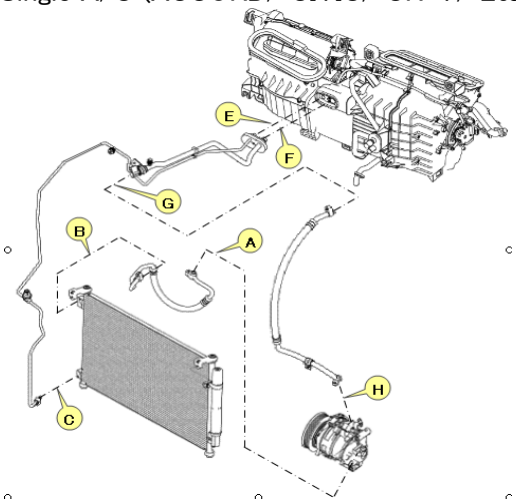
Please make 3 copies.

(1) Retain one with the Shop Copy of Repair Order (2) Send one to AHM (all claims) FAX **(937) 645-8938** (3) If parts were replaced, send one with each replaced part

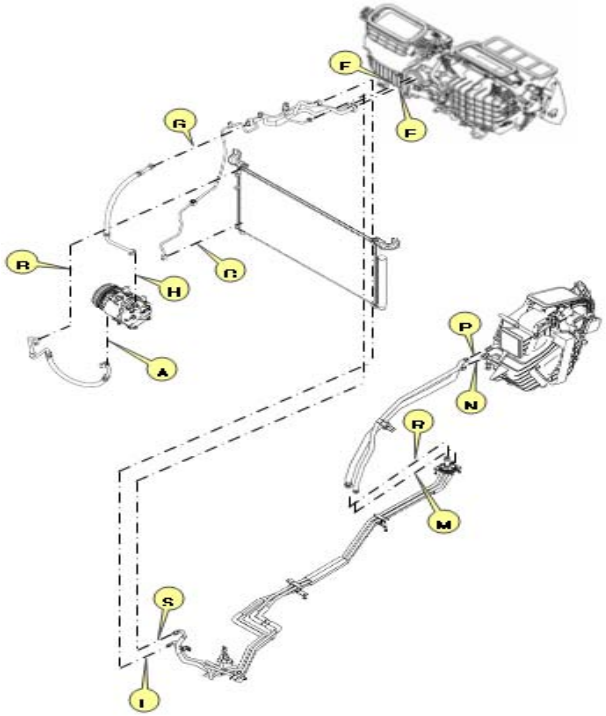
Leak Test Method (mark all methods used) ☐ Dye ☐ Sniffer ☐ Soap bubbles ☐ Visual

If LEAK related, please circle the leak area in the appropriate drawing below

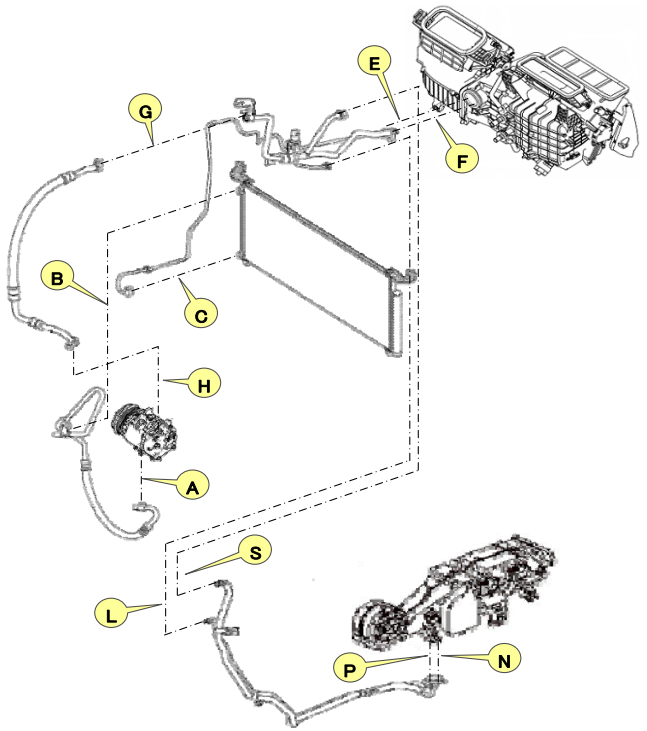
Single A/C (ACCORD/ CIVIC/ CR-V/ Etc.)



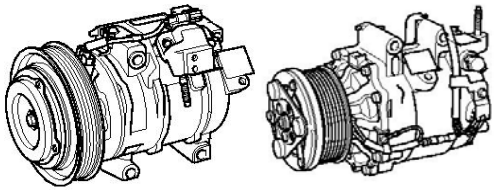
Dual A/C (ODYSSEY)



Dual A/C (PILOT)



If compressor leak, circle leak area



How did you fix the leak?

☐ REPLACED parts (*Please mark ALL replaced parts*)

☐ Compressor ☐ Condenser ☐ Other o-ring Specify o-ring location: _____

☐ Suc port o-ring ☐ Evaporator ☐ Pipe/ hose Specify pipe/ hose location: _____

☐ Dis port o-ring ☐ Expansion valve ☐ Other (*Please specify*): _____

Other comments / Observations:

_____

_____

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